

DEPARTMENT OF THE ARMY  
US Army Corps of Engineers  
Humphreys Engineer Center Support Activity  
7701 Telegraph Road  
Alexandria, VA 22315-3860

CEHEC-IM-S

Memorandum  
No. 25-51-1

26 September 2000

Information Management  
OFFICE SYMBOLS

1. **Purpose.** This OM establishes Office Symbols for the Humphreys Engineer Center Support Activity (HECSA).
2. **Applicability.** This OM is applicable to all HECSA elements and personnel.
3. **References.**
  - a. AR 25-1, Army Information Resource Management Program, Chapter 8-5.
  - b. AR 25-51, Official Mail & Distribution Management, 30 Nov 92.
4. **Policy.**
  - a. The Information Management Office assigns office symbols and all requests will be coordinated with the Management Analysis Branch, Resource Management Office. Office symbols are used to identify originators of correspondence and are also used as part of the address when forwarding correspondence and mail to, from, or within the agency. Office symbols should be added or deleted when a new element is created, terminated or merged.
  - b. Office symbol construction should contain no more than nine letters with hyphens placed between the fifth and sixth and the seventh and eighth letters. Characters other than letters of the alphabet will not be used. The first two characters of all office symbols will represent the U.S. Army Corps of Engineers as "CE". The third, fourth and fifth letters will represent HECSA as "HEC". The sixth and seventh characters will represent the Office (i.e., "IM" for Information Management), and the eighth and ninth will represent the branch or section (i.e., "M" for Mail Operations Section, "V" for Visual Information Branch).

1 Appendix  
HECSA Office Symbols

  
CHARLES B. RAU  
Director

APPENDIX A  
HECSA OFFICE SYMBOLS

**Executive Office**

Director	CEHEC-ZA
Deputy Director	CEHEC-ZB
Business Systems Support Office	CEHEC-ZC
Small and Disadvantaged Business Utilization	CEHEC-DB

**Resource Management Office**

Resource Management Office	CEHEC-RM
Management Analysis Branch – HEC	CEHEC-RM-M
Management Analysis Branch – G. Street	CEHEC-RM-MG
Budget Branch	CEHEC-RM-B
Finance and Accounting Branch	CEHEC-RM-F

**Office of Counsel**

Counsel	CEHEC-OC
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**Safety, Security and Occupational Health Office**

Safety, Security and Occupational Health Office - HEC	CEHEC-SH
Safety, Security and Occupational Health Office – G. Street	CEHEC-SG

**Logistics Management Office**

Logistics Management Office	CEHEC-LM
Travel Office	CEHEC-LM-T
Maintenance and Transportation Branch	CEHEC-LM-F
Motor Pool	CEHEC-LM-FM
Facilities Management Section – HEC	CEHEC-LM-FH
Facilities Management Section – G. Street	CEHEC-LM-FG
Supply and Property Management Branch – HEC	CEHEC-LM-S
Supply and Property Management Branch – G. Street	CEHEC-LM-SG

**Information Management Office**

Information Management Office	CEHEC-IM
Mail Operations Section – HEC	CEHEC-IM-M
Deputy CIM For HQ Operations	CEHEC-IM-G
Printing and Publication Branch	CEHEC-IM-P
Library Operations Branch	CEHEC-IM-L
Visual Information Branch – HEC	CEHEC-IM-V
Visual Information Branch – G. Street	CEHEC-IM-VG
Conference and Training Center	CEHEC-IM-VC

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**Contracting Office**

Contracting Office

CEHEC-CT

Equal Employment Opportunity Office (EEO)

EEO

CEHEC-EO

Civilian Personnel Advisory Center (CPAC)

CPAC

CEHEC-CP